

Neighborhood Association Grant Worksheet

Date Received:

Applicant: _____
Neighborhood Association

Contact Person / Phone number / Email

The following information is required to consider your Neighborhood Grant request. Omissions will delay the approval process.

Required Administrative Information: (check either Yes or No)	YES	NO
a) Association governed by formal bylaws	<input type="checkbox"/>	<input type="checkbox"/>
b) Association has elected officers	<input type="checkbox"/>	<input type="checkbox"/>
c) Association has scheduled meetings	<input type="checkbox"/>	<input type="checkbox"/>
d) All residents have the ability to become members and hold office	<input type="checkbox"/>	<input type="checkbox"/>
e) Neighborhood has private streets.....	<input type="checkbox"/>	<input type="checkbox"/>
f) Number of detached dwellings in the neighborhood (check one)		
<input type="checkbox"/> < 10		
<input type="checkbox"/> 10-100		
<input type="checkbox"/> 100-200		
<input type="checkbox"/> >200		

The Application Form:

Please answer all questions in detail as incomplete applications will not be considered.

NOTE: The application requires copies of paid bills, invoices, estimates of price quotes from vendors to substantiate the funds requested on page #1 of the application.

Required Attachments to the Application:

- 1) Copy of current Neighborhood Association bylaws
- 2) Copies of proposals, invoices, estimates
- 3) Completed Neighborhood Grant Worksheet



CITY OF GREENVILLE NEIGHBORHOOD GRANTS PROGRAM

- **What is the Neighborhood Grants Program?**

In the 2007-2008 budget, the Greenville City Council approved a total of \$7,500.00 to be used for neighborhood improvements in Greenville. The purpose of the grant program is to encourage official neighborhood associations to identify improvement projects that will benefit the entire neighborhood.

- **What is the purpose of the Neighborhood Grants Program?**

The Neighborhood Grants Program is a neighborhood-based, community improvement program, which builds upon the knowledge that residents are the key to strengthening the communities in which they live. The Neighborhood Grants program is intended to; bring people together within their neighborhoods, benefit the neighborhood, provide creative solutions to problems, increase pride in yourself, your neighborhood and your community and improve the quality of life for families.

- **Which neighborhoods are eligible?**

The criteria for a formal neighborhood association should include but not be limited to the following; neighborhood associations must have elected officers; each resident of the neighborhood must have the ability to become a member of the association and hold office; the neighborhood association must have regular scheduled meetings; interior streets in the neighborhood must be public, and the neighborhood must contain a minimum of ten (10) detached dwellings. The Neighborhood Liaison / Community Ombudsman will determine the eligibility status of all neighborhoods applying for grants. The Neighborhood Liaison / Community Ombudsman can also assist with the formulation of new neighborhood associations.

- **What projects are eligible?**

Eligible projects will be those that are determined to benefit the entire neighborhood. Only tangible enhancement projects will be considered for funding. Examples of eligible projects may include but are not limited to the following:

- A. Neighborhood Identification Signs
- B. Flower planting and landscaping of common areas
- C. Public safety initiatives (i.e. Neighborhood Watch Signs)
- D. Tool Library (Gardening Lawn, and Home Improvement Equipment).
- E. Land Acquisition (In Conjunction with Improvement Projects)
- F. Neighborhood awareness and promotional activities
- G. Major Communication/Media Resources (i.e. a neighborhood association website).

- **Who is responsible for the projects oversight?**

The neighborhood association will be responsible for ensuring the completion of projects in conformance with approved grant applications. Once grant awards have been made, projects should be initiated within a reasonable time frame. The Neighborhood Liaison / Community Ombudsman in collaboration with the Community Appearance Subcommittee will review projects for compliance based on the initial grant application.

- **What is the maximum grant amount?**

The maximum grant amount per eligible neighborhood is \$750.00. We realize in some cases the amount will not be adequate to address all identified neighborhood improvement projects. It is recommended that Neighborhoods consider fund raising activities such as car washes and yard sales to supplement the grant.

- **What is the review and approval process?**

Fall submission period: August 1 – September 30 (Award in October)
 Spring submission period: March 1 – April 30 (Award in May)

Applications should be submitted to the Administration Division of the Community Development Department. The Neighborhood Liaison / Community Ombudsman will evaluate the applications to ensure that they are in compliance with the submittal guidelines. Following this preliminary review, staff will forward applications to the Community Appearance Commission for review and approval. **Neighborhood associations must attach an updated copy of their constitution and/or bylaws, and financial information (i.e. estimates, proposals, etc.) with the Grant application.**

Contact: Community Development Neighborhood Liaison / Ombudsman
 2nd Floor, City Hall
 City of Greenville
 Greenville, NC 27858
 (252) 329-4228
www.greenvillenc.gov

Application Form Grants for Blocks Program

Neighborhood/Organization: _____

Contact Person: _____ Telephone: _____

Mailing Address: _____ Zip Code: _____

Alternate Contact Person: _____ Telephone: _____

Mailing Address: _____ Zip Code: _____

Neighborhood Association Endorsement: _____ Position: _____

TOTAL FUNDING REQUESTED: _____ ID# _____

Please answer the following questions. Decisions will be based on the information provided on this application. Incomplete applications will not be considered, so be sure to answer every question thoroughly before submitting the application.

1. What issues will the project address? Check ONE category the most describes the issue your project will address. **Do not check more than one.**

_____ Blight Removal/Reduction Project

_____ Block/Neighborhood Lasting Enhancement Project

2. Describe the project you are proposing in detail.

Application Form Grants for Blocks Program

3. List below the basic steps you will undertake to do this project.

4. Describe how residents will be involved in carrying out of the project.

5. How will the neighborhood/residents benefit from the project?

Attach any necessary invoices, photos, drawings and estimates to verify purchases needed to complete project.

For Staff Use Only:

Funding Source: _____

Funding Cycle: _____

Eligibility:

() Eligible Application () Ineligible Application

Recommendation by Neighborhood Liaison

() Recommended () Not Recommended

Neighborhood Liaison

Date

Recommendation by Community Appearance Commission:

() Approved () Disapproved

CAC Chairperson's Signature

Date

Follow-Up

Neighborhood Liaison

Date

CAC Chairperson's Signature

Date

Remarks

